Madras. G.P.—No. 1.27—28.884—24-10-44.

Edn Jp. A (1946) Department.

G SERIES

G.O. No 3093 P H

Dated 30. 10. 46

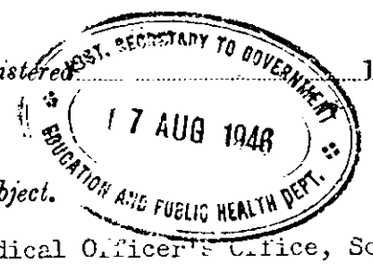
[Despatch Abstract.]

Edn — D M.O's Office - S. Kanara —
Employment of Addl Staff —
Not Sanctioned

C.F. 20.

MEDICAL **DEPARTMENT.**

Received ..... 19 *Registered* 19



Subject. ESTABLISHMENT - District Medical Officer's Office, South Kanara - Employment of additional clerical staff - Sanction - requested.

46632

ENCLOSURES.
No. ... .
.....
Spare copies ....

Ref. No. 45574-1-G.

Station Madras, 6, *Dated the* 16th August 1946.

From (Name) Major-General J.P.Huban, C.S.I., C.B.E., K.H.S., I.M.S.,
(Designation) Surgeon-General with the Govt.of Madras,
Madras.

To The Secretary to the Government of Madras,
Education and Public Health Department.
Madras.

Sir,

The District Medical Officer, South Kanara, requests sanction for the employment of three lower division clerks and two peons in his office. A copy of his letter Roc..o.647/46 dated. 5th July 1946 explaining in detail the need for the additional staff is enclosed. The existing ministerial staff of the District Medical Officer's (amalgamated) Office, South Kanara, is four (one Head Clerk on Rs.55-70 scale and three lower division clerks on Rs.30-55 scale each). The other mufassal medical institutions which have more or less the same bed strength as the Headquarters Hospital, Mangalore, the bed strength of which is 116, are noted below together with information regarding the number of clerks attached to each of them:-

Name of Institution.		Sanctioned bed strength.	No. of clerks.
Headquarters Hospital,	Cuddalore.	126	4 (1 Upper division and 3 Lower division clerks).
-do-	Kurnool	120	-do-
-do-	Salem	121 + 26 for the Queen Alexandra Hospital.	5 (1 Upper division and 4 Lower division clerks)
-do-	Tinnevelly	- 138 (Headquarters Hospital, Palamcottah - 95 Women and Children Hospital, Vannarpet- 43)	6 (1 Upper division and 5 Lower division clerks).

p.t.o.

TM 17846

2. But if the combined bed strength of the Wenlock Hospital and the Lady Goschen Hospital, Mangalore, are taken into account viz., 196, there should be 7 clerks. But the total number of clerks now working is only 4 + 2 or 6. The bed strength of the Headquarters alone should not be taken as the only basis for assessing the strength of the clerical staff required for the amalgamated District Medical Office attached thereto. Various duties relating to the medical administration of the district as specified by the District Medical Officer, South Kanara, have to be taken into account for the purpose. There has also been an increase in the clerical work of the District Medical Officer's Office as stated by the District Medical Officer. The work will be further increased when the Venereal and Ear, Nose and Throat Departments are opened in the Headquarters Hospital and the Lady Goschen Hospital becomes a training centre for Nurse Pupils.

3. In the circumstances explained above, the employment of the additional staff to cope with the increase in work is quite essential in the interests of efficient administration. I therefore recommend that the Government may be pleased to sanction for the present, the employment with effect from 1st September 1946 or from the date of employment, of two additional Lower division clerks in the District Medical Officer's Office, South Kanara, as against the three clerks asked for by the District Medical Officer. The proposal for the employment of the additional peons is not supported.

4. The extra cost involved on account of the employment of two additional Lower division clerks is furnished in the annexure.

Your obedient servant,

V. Ramayya
for Surgeon-General with the
Govt. of Madras.

15/7/46

15.8.46

Annexure.

	Cost during 1946-47. (6 months)	Rs.	Ultimate cost.	Rs.
2 Lower division clerks on Rs.30-55 each (Average cost 42.1/12)	Rs.30 x 6 x 2	= 360	42.1/12 x 12 x 2	= 1,010
Dearness allowance	Rs.16 x 6 x 2	= 192	16 x 12 x 2	= 384
		552		1,394

kcv.15/8.

Copy of letter Roc.No.647/46 dated 5th July 1946 from the District Medical Officer, South Kanara, Mangalore, to the Surgeon-General with the Government of Madras, Madras.

Subject:- Establishment - Office of the District Medical Officer, South Kanara, Mangalore - Ministerial staff - Increase of - Sanction requested.

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The work in the Office of the District Medical Officer, South Kanara, Mangalore, has increased considerably and the clerks find it difficult to cope with it satisfactorily, even after staying late in the evenings. The increase is due to the following causes.-

Correspondence relating to several additional subjects that have had to be dealt with in recent years, such as.-

contd:-

as.-

1. Increase of staff of the Hospital. Sanction of one Sister tutor, one staff nurse and four pupil nurses for the Lady Goschen Hospital, Mangalore and one staff nurse and eight pupil nurses to the Government Headquarters Hospital, Mangalore.

2. The Post-War Re-construction Scheme and Resettlement of ex-servicemen.

3. Granting of time scale of pay - leave - gratuity etc. to menials paid from contingencies which necessitates maintenance of service rolls and leave accounts etc.

4. The cash deposits of patients which used to be hitherto kept in hospitals, have to be remitted into treasury, and a personal deposit account is to be maintained. Though the amount involved is small, the number of items to be dealt with are many.

5. Administrative work in connection with Madras Cinchona Products Sales Orders.

6. Several new periodical returns and reports that have been introduced.

7. Introduction of Rice and Bread Ration involving maintenance of various stock books, weekly returns, fortnightly indents etc.

8. The introduction of new Medical Attendance Rules for Central Services, according to which hospital stoppages etc. have to be collected from Departments of Central Government.

9. In addition to the various account registers that are maintained as per Surgeon-General's No.In.F.112-A/46 dated 21st May 1946, there are other registers also maintained for administrative purposes such as.-

I. Register of bills received and passed for payment.
II. Register of Railway receipts received.
III. Register of Increment certificates sanctioned by the District Medical Officer.
IV. Casual leave accounts of:
  i. District Medical Staff (including all Medical Officer's in the District).
  ii. Rural Dispensary Staff (Rural Medical Practitioner's and Midwives).
  iii. Staff of both Government Headquarters Hospitals.
V. Register of Pupil Nurses under training.
VI. Register of Sale of tender forms.
VII. Register of advance of pay and T.A. granted to Government servants.

10. In this District for want of Railway communication to various stations in the Mufassal where there are Government Medical Institutions, such as Udipi, Puttur and Coondapoor, packages of stores intended for those hospitals arriving by rail are to be taken delivery of by the District Medical Officer's Office here and have to be transmitted to Hospitals concerned through bus or transport agencies. Similarly parcels from these hospitals e.g. to Medical Store Depot when they send instruments etc. for repairs or send aluminium scrap to Salem Jail etc. the parcels have to be obtained by the District Medical Officer's Office from bus or transport agency office and sent to Railway station for onward transmission by rail. This involves considerable clerical work and the services of peons are also required in this connection.

11. There is a Government Dispensary at Amini Divi Islands. All the clerical work relating to this Dispensary viz. drawing of all bills, pay and allowances of the staff and contingencies of the dispensary, and other correspondence relating to it are dealt with in this office. The service book and leave account of the staff are also maintained here.

12. The Government Headquarters Hospital, here are in two parts, apart from each other (1) for men known as Government Wenlock Hospital, and (2) for women, known as Lady Goschen Hospital, Mangalore, and the

p.t.o.

the total bed strength is 196. The daily average attendance is more than the sanctioned bed strength of the hospitals as detailed below:-

	1943.	1944.	1945.	1946 upto June 1946.
Government Headquarters Hospital, Bangalore.				
In-patients ..	141	143	135	131.
Out-patients ..	799	864	518	462
Government Lady Goschen Hospital, Bangalore.				
In-patients ..	128	137	127	111.
Out-patients ..	191	217	196	

New Departments such as Venereal and Ear, Nose and Throat are proposed to be opened. These two hospitals are to be complete training centres for Nurse pupils.

Various stock books of furniture, crockery, surgical instruments etc. could not be re-written and distribution registers opened as per instructions in the inspection reports of Assistant (Accounts), Surgeon-General's Office, for want of sufficient staff. As there are two hospitals in the Headquarters two different sets of accounts are maintained one in each hospital.

At present there are four clerks, including the Head Clerk, in the District Medical Officer's Office and every one of them has more work to attend to, than he can do. Hence effective supervision cannot be exercised by the Head Clerk who has to deal with several subjects himself. An additional staff of three lower division clerks are absolutely necessary, so that the work of the Office may be distributed equitably and the Head Clerk may supervise the work more effectively.

I therefore request that three lower division clerks in the scale of pay of Rs.30-3/2-45-2/2-55 may kindly be sanctioned for this office.

Peons.- The number of peons sanctioned is also not sufficient. There is only one peon in the District Medical Officer's Office staff. There are multifarious duties to be performed by the peons. The existing number of peons are found to be insufficient. In actual experience, it is found that at least there should be two more additional peons. I therefore request that two additional peons may kindly be sanctioned for the Office.

/True copy/.

V. R.
for Surgeon-General with the
Govt. of Madras.

77/28/X

no 466 32/46

31/X

5

EWN-Dgn

D3.

Establishment - D.H.O. Office South Kanara - Employment of additional staff - not sanctioned.

From the S.G. - Ref No. 43574-1G dated 16.8.46.

Dy 28/9/46 Order His 3093 . Dated 30.10.46

The Govt. do not consider that a case has been made out for the appointment of two additional lower division clerks in the D.M.O. Office, Mangalore

Dy 31/X Aw 26/9/46 Dgn 28/9/46

To

The S.G.

Spc. for Service file.

E P N (D3)

C.no 46632/46 From the S.G. Ref no 48574-I-G dated 2/6-8-46. Establishment - D.H.O's office South Kanara - Employment of additional staff.

The S.G. has submitted proposals for the employment of two additional clerks in the D.H.O's office, Mangalore. This institution is an amalgamated office and there are at present 4 clerks. The bed strength of the hospital is only 116 and according to the ratio of one clerk for 30 beds, the institution is entitled to have only 4 clerks. It could also be seen from the statistics furnished by the S.G. that other professional medical institutions which have more or less the same bed strength as this institution are working with the same number of clerks namely 4. There is a separate women and children hospital at Mangalore which has a bed strength of 80 and two clerks are working in that institution. The S.G. has however recommended that taking into consideration the combined bed strength of the Headquarters (W & C Hospital) and the (Lady Goschen hospital), which comes to 196 and the reasons given by the DHO at A on p 3 Cf two additional clerks may be sanctioned.

2. The Lady Goschen hospital, Mangalore is situated 3 furlongs away from the headquarters hospital and all registers and records relating to accounts administration etc are maintained separately even though the institution is under the administrative control of the DHO. The institution is not part and parcel of the headquarters hospital. The staff for the two institutions are sanctioned separately and they are working in the respective institutions which function at different places. The S.G's suggestion to combine the bed strength of the two institutions for the purposes of working the ratio of beds to clerks cannot therefore be accepted.

The suggestion is naive

17.9.46

17.9.46

His proposal for one additional clerk on this basis need not be agreed to in this department. Taking into consideration the Lady Goschen Hospital as a separate unit which has a bed strength of 80 beds the establishment according to the prescribed ratio is entitled for 3 clerks. There are at present only two clerks of which one was sanctioned in 1943. Though the bed strength of the institution was 80 in 1943 itself the S.A. has asked for only one additional clerk, most probably the work in the institution does not warrant the appointment of clerks according to the ratio fixed. The S.A. may be left to apply for an addl. clerk in the Lady Goschen Hospital. (G) p. 4-5 ct (G) p. 1 ct (A) 1.9.46

The increase of work in the D.H.Os. Office, Mangalore for which another clerk has been recommended by the S.A. is not peculiar to that institution. They are common to all the institutions but no other institution has asked for additional clerks on these grounds. In fact the Headquarters hospitals at Cuddalore and Kurnool which are also amalgamated offices and whose bed strengths are even slightly greater than the Headquarters hospital, Mangalore are working with only four clerks. There are no grounds to agree with the recommendation of the S.A. M p 1 ct. (para 1)

In the circumstances the S.A's proposal for two additional clerks in the D.H.Os. Office (amalgamated) Mangalore may be negatived.

The remarks hitherto made refer to [illegible] during war-time. Now [illegible] D.H.Os there. [illegible] the [illegible]

4 C.S.

The C.Os are first up at flags (x) (y) (k) (e) and (t).

Clerk 28/8/46 hpp 28/8/46

Clerk 6/9/46 hpp 6/9/46

Before negativing the proposal the S. P. may be informed, as at A page 1 ante, and he may be told that if he presses the proposal he should give a detailed report justifying the proposals and also give an idea of the cost of the transaction with comparative statistics in respect of similar offices.

16.9.46. S.

A. 1 He may negative the proposal

17.9.46

EPH. 40. 4663 2/46-1-D3
17-9-46.

(Notes in pgs 1-3 above may be read) Finance E III 1794 6

A above may be agreed to in this dept

18.9.46 19.9.46.

23/9/46.

D3.

Fin. o.o. 50283 Estt.
23.9.46

The Finance Dept has agreed with the proposals of this Dept. A draft order is put up for approval. The Case may be circulated to M.E. (P.H.M.)

24.9.46

27.9.46

28.9.46

R.L
27.10.46

50283
ASSISTANT SECRETARY
FINANCE DEPARTMENT

56285
24 SEP 1946
ASST. SECRETARY TO GOVERNMENT
EDUCATION AND PUBLIC HEALTH DEPT.

SECRETARY, EDN. AND P. H. DEPT.
29 OCT 1946
GOVERNMENT OF MADRAS